

Overview

This standard is about collecting plants for orders, and is mainly appropriate to ornamental nurseries producing house plants, bedding plants and hardy ornamental nursery stock (trees, shrubs, herbaceous and alpine plants). Such plants may be in containers or pots, for example, bedding plants, shrubs or house plants. They may also be plants which have been grown in the ground, such as open ground trees, shrubs or roses. It covers the collection of plants for intermediate storage, dispatch or sale. Collection of orders may be carried out manually or mechanically.

The standard also covers the preparation of plants for dispatch. The term 'preparation' is used to cover activities that take place following the identification and collection of plants. The types of preparation activities will depend on the enterprise within which you are working.

The term 'specification' is used to refer to customer, market and organisational requirements.

You will have significant personal responsibility in carrying out these activities, but will not be involved in planning or supervising the collection and preparation of plants.

**Performance
criteria**

You must be able to:

- P1 prepare, use and maintain equipment in a safe, clean and effective condition throughout
- P2 correctly identify the plants that are to be collected and check their condition against specifications
- P3 handle and transport plants in a manner that maintains quality and minimises damage
- P4 identify any problems that arise during the collection of plants and take the appropriate action
- P5 ensure the collection of the plants takes place within the appropriate timescales and in accordance with specifications
- P6 correctly prepare and maintain the plants for dispatch
- P7 identify and replace plants that do not meet specifications
- P8 ensure the plants meet specifications and are ready for dispatch at the correct time
- P9 maintain the health of plants that require intermediate storage prior to dispatch
- P10 complete records as appropriate
- P11 carry out all work in accordance with relevant environmental and health and safety legislation, risk assessment requirements, codes of practice and company policies

Knowledge and understanding

You need to know and understand:

- K1 how to prepare, use and maintain equipment in a safe and effective condition
- K2 relevant species or varieties of plants produced by the enterprise and how to recognise them
- K3 sources of information in relation to different species or varieties of plants
- K4 the importance of completing the activity in accordance with specifications
- K5 how to recognise where a plant does not meet specifications and the action to take
- K6 methods of maintaining the quality of plants during handling and transportation
- K7 methods for transporting plants within the site relevant to the enterprise
- K8 problems that may arise during the collection of plants and what action to take
- K9 methods for preparing the plants ready for dispatch
- K10 methods for maintaining the health of the plants ready for dispatch
- K11 any relevant storage arrangements for plants prior to dispatch
- K12 the records which need to be completed
- K13 your responsibilities under current environmental and health and safety legislation, codes of practice and company policies

Glossary

Specifications: drawings, schedules, method statements, Standard Operating Procedures (SOPs), manufacturers' guidelines.

Instructions: verbal or written.

Preparation:

- weeding
- grading
- bundling
- wrapping
- containering/packaging
- labelling
- watering
- loading
- storage

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